Amended Calendar Submission

Cheri Meadows, Branch Manager
Garnetta Barnette, Systems Consultant IT
Office of Administrative Support
Division of District Support

KSIS End-of-Year Training, April 29-30, 2014

Objective

- Ensure that school districts use the correct procedures for successful submission of their 2013-14 Amended School Calendars.

- Calendar compliance issues may include:
  - *Weather days, Emergency hours, Make-up days, Break days, Disaster days, Teacher equivalency days, Holidays, etc.*

Amended Calendar Facts

The Amended Calendar must be submitted to KDE prior to June 30 in accordance with 702 KAR 7:125. The calendar is verified for compliance with statutes, regulations, and legislation established by the KY General Assembly.

❑ Amended Calendars are verified by KDE to ensure that mandatory requirements are met.

❑ All Amended Calendars <u>must</u> be submitted electronically through the KDE Web Application: http://apps.kde.state.ky.us/login

❑ If you need help with accessing this site or with user name/password assistance please contact your district WAAPOC (Web Application Administrator Point of Contact). Information regarding WAAPOC's can be found at the following Web site: WAAPOC School District Contacts

❑ **2013-14 Amended Calendars can be submitted to KDE <u>after</u> the last day of the school term.**

Amended Calendar Requirements

- 2014 HB 211 – School calendars

- HB 211, as recently enacted by the General Assembly, provides flexibility for school districts to adjust school calendars in order to provide 1,062 hours of instruction. In the event that this number of hours cannot be met despite the best efforts of the district, the district may request a waiver in order for the last instructional day to occur on June 6, 2014

Waiver Contact: Kay Kennedy 502-564-3930, ext. 4433

Preparing the Amended Calendar in Infinite Campus & Creating the File for Data Submission

Once the 2013-14 Amended Calendar is revised in Infinite Campus it will be beneficial to run following reports prior to creating and submitting the Amended Calendar.

Calendar Edits Report

Generate the **Calendar Edits Report**

Path:
Index>KY State Reporting> Edit Reports> Calendar Edits Report

Instructions:
Select the school year and "All Schools" or a single school at the top of the screen.

Click Generate Report.

Calendar Edits Report

- Days with more than 1 event
- Days Outside of School Months
- Day Event Attendance
- School months with other than 20 days: Listing any month that does not meet the 20 day rule.
- Event Existence: The number of Opening, Closing, Makeup, Holidays and Professional Development days.
- Missing Lunch Minutes:
- A schedule that is missing lunch minutes
- Weekdays that are not regular days with events: It will note if a school day is not marked as an event (other than a regular day).
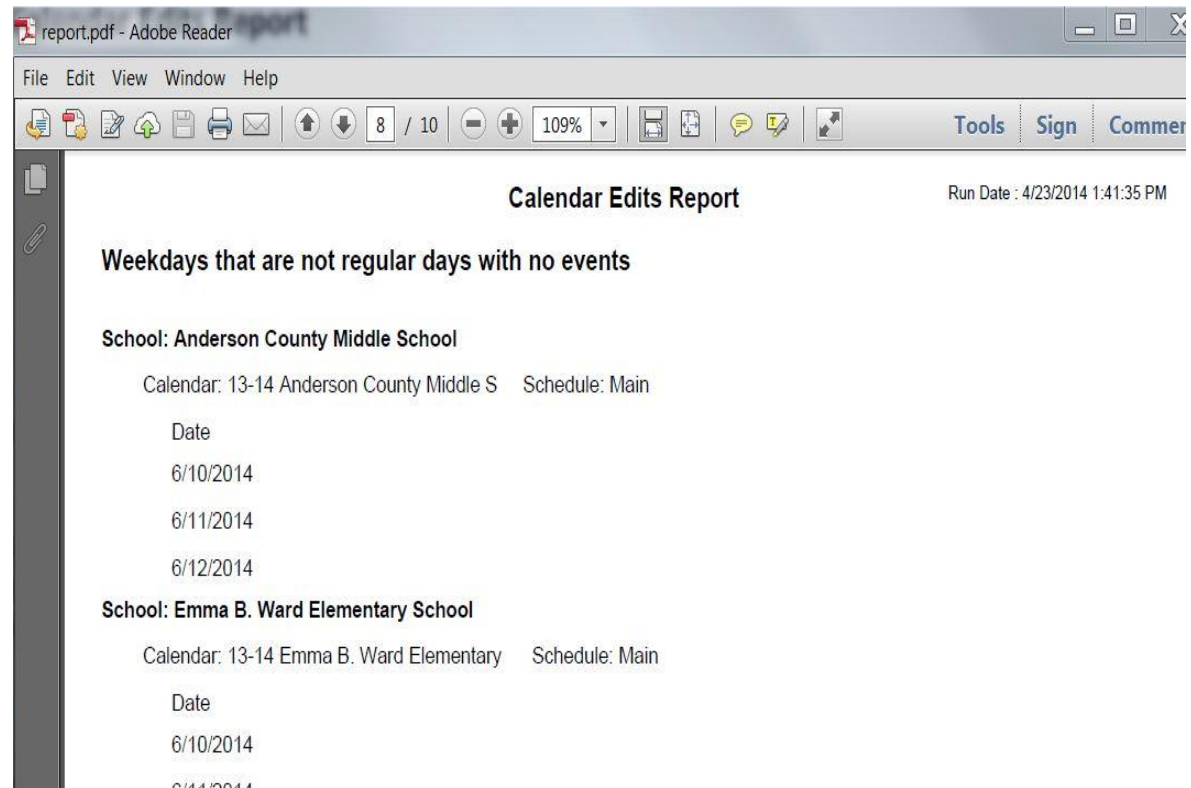
Calendar Summary Report

Path:

Index>KY State Reporting>
KDE Reports> Calendar
Summary

Instructions:

Select the school year and "All
Schools" or a single school at
the top of the screen. Click
Generate Report.

**The Calendar Summary Report
indicates the following:**

- number of six hour days
- any shortened days
- total instructional hours
- the amount of banked time
  for each calendar

Note: District will need to give
whomever creates calendars access to
this report.

Calendar Report

Generate the Calendar Report in IC Path: Index>System Administration>Calendar

Instructions:
Select Days Tab and then select Print Icon.

About the Calendar Report:
The Calendar Report will capture the entire school year in one snapshot.

Highlighting the Non –Instructional Days and Non –School Days assigned.

The Total Instructional, Non-Instructional, Non–School Days and Minutes that are reflected at the bottom of the sheet are not correct for Kentucky schools. KDE has requested that the numbers be removed from the report to avoid confusion.

Extracting the Calendar File from Infinite Campus

Generating the Calendar Data File in IC
Path: Index > KY State Reporting> Calendar Report

Instructions

Complete the following drop downs:
- **Is Amended Calendar:** Yes
- **Calendar Type:** Regular
- **Board Approval Date:** XX/XX/2014

- **Exclude Calendars with state exclude:** Yes

- **Format:** State Format (Fixed Width)

- **Select Calendars button:** list by year

CTRL-click or SHIFT-click to select all required calendars to be submitted for 13-14

Click Generate Extract Button

Calendar File Format Instructions

Save As window will pop up and will by default have the File Name and Save as type correct. Note the location of where this file will be saved so it can be retrieved for uploading to KDE. The file name and type must be CALXXX.14 (XXX=District number)
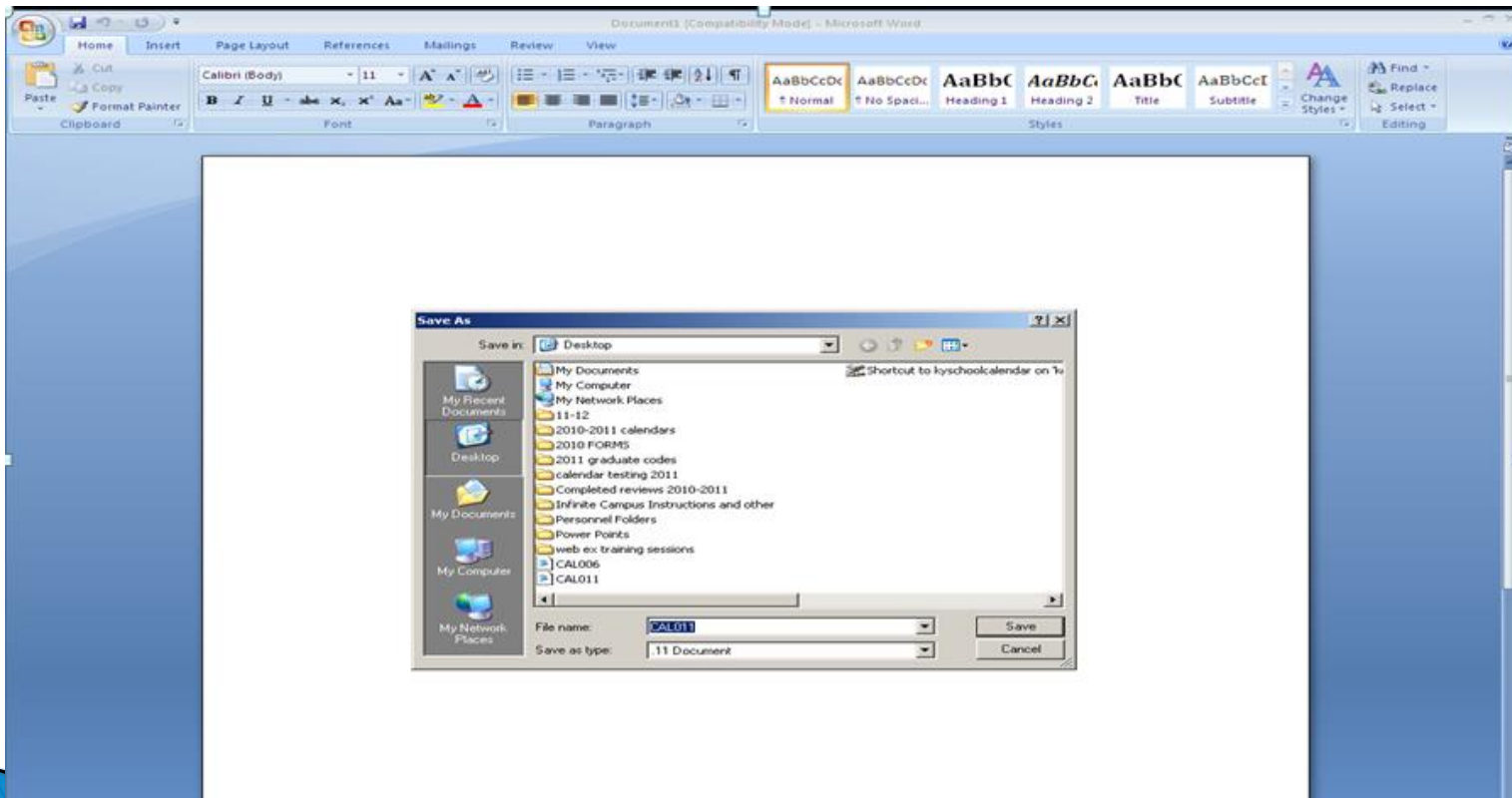
Preparing for Calendar Submission in KDE Web Application

KDE-Web Application
Menu for Calendar File Submission Instructions:

- Open Internet Browser and type in the URL address
  http://apps.kde.state.ky.us/login

- Enter your KDE web User ID and Password and click on "Go" button.

- After successful login, the web applications menu appears. Click on the link Kentucky School Calendar and this will take you to the file submission window.

  Note: If there are issues with logging in or the user name/password please contact your district WAAPOC.
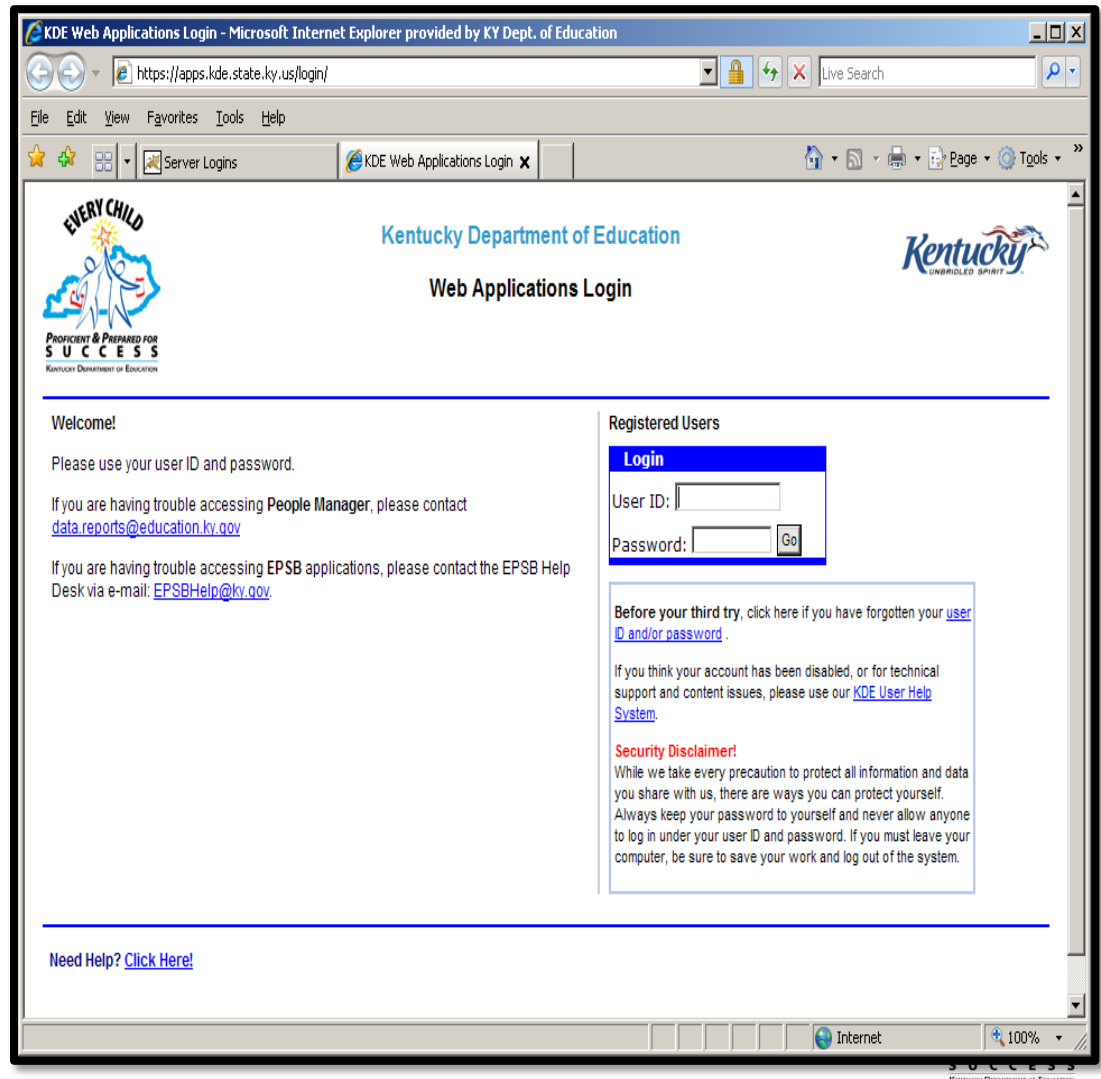
Process of Uploading File to KDE

- The Upload File page appears as shown in the picture below.
- Use the "Browse" button to locate the Calendar file that was saved in Infinite Campus.
- *Note: The file name should resemble "CALxxx.yy" where xxx stands for 3-digit district code and yy stands for 2-digit calendar year.*
- After selecting the file to submit, click on the "Upload" button.
- A message will appear on the screen in green, indicating the file was successfully uploaded. The system will notify KDE that the file has been submitted successfully.
- If your file submission was successful you can "Logoff" to sign out of the application.

Automated Email Notice to Districts

- An automated e-mail message will be forwarded to the submitter that the file was successfully submitted to KDE.

- Auto Error Return will identify errors in the district's calendar submission and will send an automated approval or rejection notice by e-mail.

- The Auto Error Return system will not allow multiple calendar submissions to prevent overlap.

Amended Calendar Review by KDE

- The Amended Calendar is reviewed manually by KDE field staff to verify the mandated requirements. If the calendar does not meet the requirements, the submitter will be notified to correct and resubmit.

- If the school district has changed the Amended Calendar and needs to resubmit the file, a request for re-submittal must be obtained from the assigned KDE field staff consultant. To prevent an overlap, the calendar application will not permit a district to submit a calendar more than once unless KDE is gives permission.

What Happens if the Amended Calendar File is Rejected?

▸ An error listing will be generated by the Calendar Application indicating the file errors.

▸ The list of errors will indicate the type of errors and where the error is.

▸ The error(s) must be corrected, rerun your calendar edit reports, then resubmit.

Common Errors

- Gaps in school months. Check your school month ranges to make sure there are no gaps in the school months. Be sure to include all marked days in your 10th month calendar month range.

- There must be 20 days in each school month excluding the 10th month, it can be less.

- Days in calendar cannot have more than one Day Event Type.

- "Invalid day of the week, not 1-5". This is indicating that a Saturday or Sunday is selected as a school day.

- Not using the edit reports before submitting your 2013-14 Amended Calendar.

Common Errors

▸ Hours/Days: A calendar must consist of a <u>minimum</u> of 1,062 hours of instruction.

▸ Day Event Types are entered for Mondays through Fridays only. No weekdays should be omitted or 'Xed" out in the Amended Calendar.

▸ Each week day (other than a regular day) <u>must</u> have an event type.

▸ There should be no "Make-up" days reported on the Amended Calendar. KDE staff enters this information manually during the Amended Calendar submission process.

Student Tracking, Health and Pupil Transportation Branch

KDE Field Staff Consultants

RUTH YATES   859-583-3417
SCOTT ROSE   606-776-0798
SHEILA HARNED   270-705-9158